



United States Bankruptcy Court  
for the Northern District of New York

**NOTICE OF POSITION VACANCY**

**Position:** Judicial Assistant

**Announcement Number:** 18-UTI-02

**Closing Date:** Open until filled, with preference given to those submitted by June 1, 2018

**Grade/Step:** JSP 5 (\$33,394) to JSP 11 (\$61,218) (Depending on qualifications)

**Location:** Utica, New York

**General Information**

The United States Bankruptcy Court for the Northern District of New York is recruiting for the position of Judicial Assistant to a United States Bankruptcy Judge. This position is located in the Bankruptcy Judge's Chambers in Utica, New York and reports directly to the Career Law Clerk in support of the Judge's judicial responsibilities. The Judicial Assistant is responsible for the day-to-day operations of a judicial chambers and provides administrative support to the Bankruptcy Judge.

**Duties and Responsibilities**

Receives, screens, and refers telephone calls and in-person visitors. Answers general inquiries concerning office operations. Reviews and makes a recommendation regarding incoming mail and routes the same to the appropriate destination. Maintains stock of office supplies for chambers. Organizes, maintains, and updates the library. Arranges the Judge's conference and business travel, including plane, hotel, lodging, and auto rental reservations. Handles administrative matters, including, but not limited to, preparation and submission of certain annual reports, travel vouchers, and correspondence. Performs other functions as assigned by the Judge or Career Law Clerk.

## **Qualification Standards**

Candidates must be U.S. citizens or eligible to work in the United States. **REQUIRED QUALIFICATIONS:** To qualify for this position, the candidate must have a minimum of two (2) years general experience, must be proficient in office management and possess excellent technical, communication and organizational skills. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, federal agency officials, and the public. Degree in paralegal studies preferred.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. The candidate should have knowledge of federal court operations, functions, and organizational structure. In addition, knowledge of and compliance with the Code of Conduct for Judiciary Employees and the ability to consistently demonstrate sound ethics and judgment is required.

**SPECIALIZED EXPERIENCE:** To possibly qualify for the higher level salary, eight (8) years of progressively responsible administrative experience with at least six (6) of those eight years involving responsibility with law-related matters. Excellent command of English grammar, proofreading and drafting simple orders and letters. The ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute. Demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints if required.

This position requires a detail-orientated self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Maturity, professionalism, and commitment to the law are required.

## **Selection Process**

The most qualified applicants will be invited to interview with the Court.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

## **Benefits**

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

## **Procedures for Applying**

**To be assured consideration for this position, please submit the following:**

- **AO-78 Application for Judicial Branch Federal Employment**  
(This document is found at <http://www.uscourts.gov/sites/default/files/ao078.pdf>)
- **Cover letter and Resume** (include announcement number)
- **References**

**Documents must be sent in PDF format to: [jobs@nynb.uscourts.gov](mailto:jobs@nynb.uscourts.gov)**

## **Additional Information**

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice. Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Only candidates selected for interview will be contacted. Candidates for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete applications will not be considered.
- Due to the expected high volume of applicants for this position, the Northern District of New York will only make contact with those qualified applicants who will be invited for an interview.

**The United States Bankruptcy Courts for the Northern District of New York is  
an Equal Opportunity Employer**